



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Michigan Department of Agriculture and Rural Development

**State Division / Office:** Operational Services Division

**Location of Internship:** Constitution Hall, Lansing, Michigan

### INTERNSHIP SCHEDULE

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:** 20

### PREFERRED EDUCATION

**Major / Minor:** Accounting, Auditing, Finance, Business Administration, or similar fields

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- Strong organizational skills and communication skills
- Some understanding of auditing concepts
- Competent with Microsoft Office, including Microsoft Word and Microsoft Excel

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** Internal Control Intern

**Intern Responsibilities / Projects:**

- Coordinate the department's Internal Control Evaluation (ICE)
- Assist supervisor with establishing internal department deadlines to meet the deadlines established by the State Budget Office.
- Communicating and follow up with division liaisons to assure proper completion of the necessary templates.
- Compile and review final reports for the Chief Financial Officer.

### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).